



CITY OF EASTVALE Planning Department

Application Submittal Requirements for Major and Minor Development Plan • Conditional Use Permits

A. APPLICABILITY:

This information handout applies to the following application types:

1. Major and Minor Development Plan

A Major or Minor Development Plan application is required for the development of new residential, commercial or industrial development, as provided in Section 2.1 of the Eastvale Zoning Code. Major or Minor Development Plan submittals shall consist of a set of development plans that typically include a site plan, architectural elevations, floor plan, preliminary landscaping plan and preliminary grading plan. The plans shall be drawn on sheets that are typically 24" x 36" in size. The plans are reviewed for completeness by the Planning Department based on the submittal requirements below, as well as, any additional project-specific requirements based upon the location or characteristics of the project site.

2. Conditional Use Permit

A Conditional Use Permit is generally required to establish a specific use as identified in Chapter 3 of the Eastvale Zoning Code, and may be required as part of the proposed development project. Operational conditions and restrictions are commonly applied this application. When the Conditional Use Permit application includes the development of new structure(s), a Development Plan Review (major or minor) will also be processed. Submittal requirements in this case will be the same as those identified above.

B. MINIMUM SUBMITTAL REQUIREMENTS:

The following items are the minimum initial submittal requirements for processing a Major Development Plan or Conditional Use Permit application.

- ☐ Completed and Signed Application Form with the required fee deposit submitted to the City of Eastvale Planning Department (Note: Additional deposits/fees may be required by other agencies and/or districts which must be paid directly **by the applicant** to ensure the timely processing of the proposed application).
- ☐ A detailed project description (explaining the proposed uses, anticipated occupancies, hours of operation, etc.) and a "Letter of Justification" describing the reasons and justification for the proposed project.

- ☐ Twelve (12) scaled sets of Development Plans that include a site plan (showing the entire property and adjacent streets), landscape plan, conceptual grading plan and drainage plan (if the site grading is proposed or required by the City Engineer), floor plan, and building elevations. The Development Plans requirements are provided below. Each full-size set must be stapled and folded to a size no greater than 8½ inches by 14 inches. Rolled plans will not be accepted.
- ☐ One (1) copy of the proposed colors and materials. Color photographs of siding, roofing or any other exterior materials to be used on the proposed project (manufacturer's material or literature is also acceptable).
- ☐ One (1) copy of Preliminary Soils and Geotechnical Report (Consult with the Public Works Department to determine if this item is required.)
- ☐ One (1) copy of a complete Preliminary Title Report of all properties covered by the application that is not more than six months old at time of application filing and a copy of all legal documents (deed, easement, etc.) mentioned in the Preliminary Title Report.
- ☐ One (1) SAN 53, Sewer and Water Availability letter from the Riverside County Environmental Health Department, and Jurupa Community Services District.
- ☐ One (1) completed and signed Water Quality Management Plan Checklist.
- ☐ One (1) complete copies of the Project Specific Preliminary Water Quality Management Plan (including drainage and hydrology), if required by the City Engineer.
- ☐ Three (3) sets of mailing envelopes and one (1) copy of the mailing labels as described below.
- ☐ One (1) copy of a 600-foot (or 1,000-foot) radius map (on paper size 8½"x 11") showing the subject property boundary (including any contiguous properties) and the notification radius line indicating the radius distance.
- ☐ A completed and signed Public Hearing Notice Certification Form (attached) by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.
- ☐ Technical studies as required by the City Engineer or Planning Director. All technical studies must be provided in a CD with Adobe pdf format and Microsoft Word format. Please consult with the Planning Department regarding these additional information requirements prior to submitting the application to ensure the timely processing of the application.

- ☐ CD of all information submitted, including development plans scaled for printing on 11"x17" size paper.

C. DEVELOPMENT PLAN REQUIREMENTS

1. Name, address, and telephone number of property owner/applicant and exhibit preparer.
2. Address and legal description of the property.
3. Scale (number of feet per inch) Use Engineer's Scale for all maps/exhibits. Architect's scale is only acceptable for floor plans, elevations, and landscape plans.
4. North arrow and revision block.
5. Preparation date.
6. If project is within a Specific Plan, indicate the Specific Plan Planning Area number and the land use designation of subject property and all surrounding property. Also note whether or not land is subject to liquefaction or other geologic hazard, or is within a Special Studies Zone.
7. Vicinity map, showing site relationship to major highways and cities, and two access roads. (Proposed and existing paved roads will be indicated by heavy lines or noted as paved.)
8. Location of adjoining properties and existing uses.
9. Location and dimensions of all lot lines, ingress and egress/driveways, streets, alleys, rights-of-way providing legal access to the property, methods of vehicular circulation, existing and proposed structures, landscape areas/planters, automobile and bicycling parking spaces, and other common areas. All structures should be labeled as existing and whether they are to remain or be removed. Also label and describe any land or right-of-way to be dedicated to public or other uses.
10. Location, dimensions, setbacks, and nature of any proposed and all fences, gates, walls, free-standing signs, driveways, turnouts and/or turnarounds, curbs, drainage structures, and above and below ground structures, including subsurface disposal systems.
11. Location, widths, and improvements of existing and proposed public utility, easements, transmission lines, power and telephone poles, utility boxes, and underground utilities on or abutting the property. List and accurately show all easements of record (by map or instrument number) and the names of utility purveyors.
12. Calculation table to be provided on the Site Plan showing the total net and gross acreage of project site, size of existing and proposed structures, automobile and bicycle parking spaces, and landscape area coverage.

13. Landscape Plan that includes a full list of all existing and proposed trees, shrubs, and groundcovers. The list must include plant species and container/specimen sizes.
14. Dimensioned elevations, including details of proposed materials for elevations, type of construction and occupancy classification per the current County adopted Uniform Building Code, and floor plans for each building.
15. Spot elevations (proposed finished elevations) sufficient to demonstrate that streets, driveways, parking areas, and drainage grades meet minimum requirements. Spot elevations may be necessary at street intersections, ends, and cul-de-sacs; beginning and end of all driveways, parking lot outer limits, entrance and end points, and at all grade breaks.
16. If grading will be involved, a Preliminary Grading Plan showing all cut/fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all individual building pads, the elevations at the perimeter of the subdivision, conceptual drainage facilities (including the location of terraces, terrace drains, brow ditches, V-ditches, and lot to lot drainage facilities), existing topography and the relationship to adjoining land and development, and any existing grading. Also include centerline curve radii and typical selections of all open channels and cross-section of a typical street improvement.
17. Drainage Plans showing how all on-site and off-site storm-water will be conveyed through the property. The exhibits shall clearly label points of concentration where flows enter or exit the site and indicate the amount of runoff (in cubic feet per second) and the tributary drainage area (acres) at these points. The drainage plan shall acknowledge offsite construction required to collect flows and to discharge them to an adequate outlet. The exhibit shall also clearly label all watercourses, channels, culvers, brow ditches, or other flood control facilities passing through the site and indicate whether they are proposed or existing. Additionally, all facilities shall be labeled with name, owner, maintenance entity, capacity, grades, and dimensions. All easements or rights of way shall be shown and their widths indicated. Where calculated flow rates or hydraulic capacities are supplied or where flood control facilities are proposed, the exhibit shall be signed and sealed by a registered civil engineer.
18. FEMA mapped floodplains including zone designations
19. The location and proposed amounts for flammable or combustible materials and waste oils. The description of these items shall be included as part of the written description of the project.

D. CONSTRAINED AREA

Constrained areas include, but are not limited to, the following resources and hazards: biologically sensitive areas, archaeologically sensitive areas, flood hazard areas, and geologically hazardous areas. Within constrained areas, proposed pad locations, driveways, and disturbed areas must be shown.

F. WATER QUALITY MANAGEMENT PLAN (WQMP)

Each development must submit a “Project Specific” Water Quality Management Plan (WQMP). Please note that there are specific requirements for the Santa Ana River Basin. The WQMP report is intended to:

1. Identify potential post-project pollutants and hydrologic impacts associated with the development
2. Identify proposed mitigation measures (Best Management Practices – BMPs) for identified impacts including site design, source control and treatment control post-development BMPs. A template for this report is included as an appendix to the WQMP.
3. Identify sustainable funding and maintenance mechanisms for the aforementioned BMPs. A template for this report is included as an appendix to the WQMP.

Projects requiring Project Specific WQMPs will also need to include a Preliminary Project Specific WQMP along with the subdivision application package. The format of the preliminary report would mimic the format/ template of the final report but would be at a much lesser level of detail. For example, items 1, 2, and 3 above would be covered, rough calculations supporting sizing would be included, and footprint/locations for the BMPs would be identified on the tentative map. Detailed drawings are not required in most circumstances.

G. PROPERTY OWNER MAILING LABELS

The property owners mailing labels identify the owners of properties within a 600-foot radius of the external boundaries of the project site or subject property. If the project is for alcohol sale, the mailing labels must identify the property owners within a 1,000-foot radius. It must be prepared and signed by a professional Title company, and certified by the property owner or project applicant. The list shall include the following:

1. **Three (3) sets** of self-addressed & first-class stamped envelopes (provided by the applicant) with a gum-label affixed to each envelope that identifies the property owner’s name and mailing address, including the Assessor’s Parcel Number (APN) for all property owners within a 600-foot radius (or 1,000-foot radius for alcohol sale) from the corners of the subject property, including any contiguously owned properties. If the project site is located within a City’s Sphere of Influence and/or adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning

Department shall also be provided. Each envelope shall include a typed gum-label in the upper left corner indicating the City of Eastvale return address: City of Eastvale, 12363 Limonite Avenue, Suite 910, Eastvale, CA 91752.

2. **Three (3) sets** of self-addressed & first-class stamped envelopes (provided by the applicant) with a gum-label affixed to each envelope that identifies commercial tenants name and mailing address, including the Assessor's Parcel Number (APN) for all commercial tenants on the project site and within a 600-foot radius (1,000-foot radius for alcohol sales) from the corners of the subject property. Each envelope shall include a typed gum-label in the upper left corner indicating the City of Eastvale return address: City of Eastvale, 12363 Limonite Avenue, Suite 910, Eastvale, CA 91752.
3. **Three (3) sets** of self-addressed & stamped envelopes (provided by the applicant) of the project applicant's contact person/architect/engineer. Labels with the name and mailing address of the owner(s) of the project site, the project applicant and the applicant's consultant(s) and/or representative. Each envelope shall include a typed gum-label in the upper left corner indicating the City of Eastvale return address: City of Eastvale, 12363 Limonite Avenue, Suite 910, Eastvale, CA 91752.
4. **One (1) photocopy** of property owners, commercial tenants, and project applicant's contact lists formatted in three columns for printing on Avery Template 5160 label.
5. A 600-foot radius (or 1,000-foot radius) map identifying all properties within the required radius on an assessor's map page(s).

PUBLIC HEARING NOTICE CERTIFICATION FORM

I, _____, certify that on _____,
Print Name of Preparer Date

the attached property owner's list was prepared by:

_____ for the following project, _____,
Name of Company or Individual Project Case Number(s)

using a radius distance of 600 feet (or 1,000 feet for alcohol sale), pursuant to application requirements furnished by the City of Eastvale Planning Department. Said list is a complete and true compilation of the project applicant, the applicant's consultant's and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: _____

Title/Registration: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-Mail Address: _____

Case No.: _____